



# CALIFORNIA DEPARTMENT OF PUBLIC HEALTH HEALTH PROGRAM MANAGER I

Final File Date: **JULY 08, 2011**  
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**OPEN ONLY**

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California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

<b>EXAMINATION TYPE</b>	This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.
<b>WHO SHOULD APPLY</b>	Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination which is competitive.
<b>HOW TO APPLY</b>	<p>To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <a href="http://www.spb.ca.gov/jobs/stateapp.htm">http://www.spb.ca.gov/jobs/stateapp.htm</a>. Applications may be filed in person or by mail with:</p> <p style="text-align: center;"><b>CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 319-9759</b>  <b>SELECTION AND CERTIFICATION SECTION</b>  <b>1501 CAPITOL AVENUE, SUITE 71.1501</b>  <b>MS 1700-1702</b>  <b>P.O. BOX 997378</b>  <b>SACRAMENTO, CA 95899-7378</b></p> <p><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i></p>
<b>CROSS FILING INFORMATION</b>	If you meet the entrance requirements for this classification and for Health Program Manager II scheduled at the same time, you may file for both examinations on a single application. You <u>must</u> indicate the class title(s) corresponding to each examination for which you are applying on the application Form STD. 678.
<b>FINAL FILING DATE</b>	Applications (Form STD. 678) must be submitted by <b>July 08, 2011</b> , the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.
<b>SPECIAL TESTING INFORMATION</b>	If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.
<b>SALARY RANGE(S)</b>	\$5079 - \$6127 per month.
<b>EMPLOYEE BENEFITS</b>	<p>In addition to the salary above the California Department of Public Health offers benefits in the following areas:</p> <ul style="list-style-type: none"> <li>Health, Dental, and Vision</li> <li>Cash Benefit Programs</li> <li>Disability Insurance</li> <li>Work, Home, and Family</li> <li>Beneficiary and Survivor Benefits</li> <li>Awards</li> <li>Retirement and Separation Benefits</li> <li>Flexible Schedules</li> <li>Public Transit Reimbursement (limits apply)</li> </ul> <p>A complete description of all benefits may be viewed at <a href="http://www.dpa.ca.gov/benefits/index.htm">http://www.dpa.ca.gov/benefits/index.htm</a></p>
<b>POSITION DESCRIPTION</b>	<p>This is the working supervisor level. Under general direction, incumbents supervise a small technical/professional staff performing journey level work in planning, implementing, and monitoring health programs as projects, and personally perform the most difficult or sensitive work.</p> <p>Positions at this level are characterized by one of the following criteria:</p> <ol style="list-style-type: none"> <li>1. Are responsible for a multi-county area of a complex statewide health program(s), and supervise</li> </ol>

	<p>diverse technical/professional staff. or</p> <p>2. In a well-defined statewide program, are responsible for both program and staff services support functions; supervise a small group of technical/ professional staff, and serve as a technical consultant. or</p> <p>3. Are responsible for a statewide component of a complex program supervising a small technical staff.</p> <p>Positions exist with the California Department of Public Health in Sacramento County and Contra Costa County.</p>
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by <b>July 08, 2011</b>, the final filing date. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p><b>NOTE:</b> Applications/resumes <b>must</b> include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information <b>must</b> include title, semester or quarter units, name of institution, completion dates, and degree (if applicable).</p> <p><b>Applications/resumes received without this information will be rejected.</b></p>
<b>MINIMUM QUALIFICATIONS</b>	<p>Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.</p> <p style="text-align: center;">EITHER I</p> <p>One year of experience in the California state service performing duties equivalent to Associate Health Program Adviser. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)</p> <p style="text-align: center;">OR II</p> <p><b>Experience:</b> Three years of progressively responsible experience in health program administration, at least one year of which shall have been with major responsibility for a significant program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization. (Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration, or a closely related health professional field may be substituted for up to one year of the required general experience.) And</p> <p><b>Education:</b> Possession of a Master's Degree in Public Health, Health Administration, Hospital Administration, Comprehensive Health Planning, Public Administration, or a closely related health professional field. (One year of additional specialized qualifying experience may be substituted for the required master's degree.)</p>
<b>GENERAL QUALIFICATIONS</b>	<p>In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.</p>
<b>EXAMINATION INFORMATION</b>	<p>The examination will consist of a Supplemental Application weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be mailed a Supplemental Application designed to elicit specific information regarding each candidate's education and experience relevant to the testing criteria. Responses to the Supplemental Application will be competitively assessed based on pre-determined rating criteria.</p> <p>The California Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.</p>
<b>ELIGIBLE LIST INFORMATION</b>	<p>Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a place on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a</p>

	<p>change in this period.</p> <p>Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.</p>
<b>VETERANS PREFERENCE</b>	Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.
<b>TELECOMMUNICATIONS DEVICE FOR THE DEAF</b>	<p>The California Relay (Telephone) Service for the deaf or hearing impaired:</p> <p>MCI from TDD: 1-800-735-2929    MCI from voice telephone: 1-800-735-2922 Sprint from TDD: 1-888-877-5378    Sprint from voice telephone: 1-888-877-5379</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>